



## CALIFORNIA WORKFORCE DEVELOPMENT BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA WORKFORCE DEVELOPMENT BOARD	<b>RELEASE DATE:</b>	Monday, October 26, 2015
<b>POSITION TITLE:</b>	Chief Deputy Director	<b>FINAL FILING DATE:</b>	Until Filled
<b>CEA LEVEL:</b>	CEA B	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,985.00 - \$10,703.00 / Month	<b>BULLETIN ID:</b>	10262015_3

### POSITION DESCRIPTION

Under the direction of the Executive Director, the Chief Deputy Director is responsible for the management, direction and oversight of the California Workforce Development Board's (State Board) operations. The Chief Deputy directs the ongoing operations and functions necessary to support the State Board's activities, including meeting the statutory mandates of the federal Workforce Innovation and Opportunity Act (WIOA) and state statutes. As a member of the State Board's Executive Staff, the Chief Deputy has delegated authority and is directly involved in all operational and management functions including policy development, implementation of the state strategic workforce development plan, recruitment and retention of staff, supervision, fiscal accountability, contract management, communications and education/outreach. In the absence of the Executive Director, the Chief Deputy represents the State Board as appropriate.

The Chief Deputy serves as the liaison with directors and deputy directors in the Employment Development Department (EDD), other WIOA core program agencies (Department of Rehabilitation, Department of Education, Community College Chancellor, Department of Industrial Relations Division of Apprenticeship Standards, Employment Training Panel, and Department of Social Services Welfare to Work Division), the Labor and Workforce Development Agency, and 49 local workforce development board (local board) directors and chief local elected officials to implement the WIOA and state-mandated legislation as required by statute. The Chief Deputy acts as an advisor to staff and others dedicated to the successful implementation of the Governor's workforce development policy agenda for adults, dislocated workers and transition age youth.

### MINIMUM QUALIFICATIONS

All applicants must possess the knowledge and abilities, and any other requirements, described in

this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

## **DESIRABLE QUALIFICATION(S)**

The following desirable qualifications are critical factors in job success for this CEA position. The Statement of Qualifications must specifically address the desirable qualifications listed below. It should be numbered in the same order as listed below, be no more than two pages in length, no

smaller than 12 point font, and provide specific examples.

1. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and show initiative at all levels, and use sound judgment in managing complex and varied statewide programs with extensive field or local government operations.
2. Knowledge of state and federal regulations that apply to and impact the work of the State Board and the State Board's mission, goals, programs, and policies.
3. Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; represent the State Board and serve in a consulting and coordinating capacity with multiple and divergent groups or individuals, such as federal, state, local governments, local workforce development boards, local community-based organizations, public or private agencies, and diverse advocate groups statewide.
4. Demonstrated ability to effectively plan, organize, and balance multiple and conflicting priorities to achieve the highest-level outcomes, resolve operational issues and develop timely, effective, and cost effective solutions.
5. Demonstrated ability to effectively apply logic and creativity in decision-making processes.
6. Demonstrated ability to present policy issues before the Legislature, local government, State Boards and Commissions, various control agencies, stakeholders and/or the public.
7. Demonstrated knowledge of both state and federal funding policies and procedures, including state budget proposals, both augmentation and reductions.
8. Demonstrated knowledge of the principles and practices of organization, fiscal management, the legislative process, human resource administration, and the equal employment opportunity program.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Deputy Director**, with the **CALIFORNIA WORKFORCE DEVELOPMENT BOARD**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a review of the candidates' Statement of Qualifications that describes their education, training, experience, knowledge, skills, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing. Candidates who meet the "Minimum Qualifications" will have their Statement of Qualifications rated and successful candidates will be placed on an eligible list. SUBMISSION OF THE STATEMENT OF QUALIFICATIONS IS MANDATORY. Candidates who do not submit a completed Statement of Qualifications will be eliminated from this examination. Hiring interviews may be conducted for the most competitive candidates.

## FILING INSTRUCTIONS

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and numbered in the same order as the desirables and no more than two pages in length with no smaller than 12 point font .
- Resumes do not take the place of the Statement of Qualifications.
- If qualifying under Pattern IV of the minimum qualification, please attach a copy of DD 214.

**Applications must be submitted by the final filing date to:**

EMPLOYMENT DEVELOPMENT DEPARTMENT, Human Resource Services Division  
P.O. Box 826880, Sacramento, CA 94280-0001  
Paramveer (Parm) Dhoot | (916) 653-8456 | [paramveer.dhoot@edd.ca.gov](mailto:paramveer.dhoot@edd.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA WORKFORCE DEVELOPMENT BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)